

Southern Nevada Public Land Management Act ROUND 6 Nomination Package Requirements for Conservation Initiatives

I. GENERAL REQUIREMENTS:

1. All nomination packages for Conservation Initiatives are to be submitted to Bobbie Antonich, Interagency Conservation Initiatives Program Manager, Bureau of Land Management (BLM) Las Vegas Field Office (LVFO), Division of Land Sales & Acquisitions, 4701 N. Torrey Pines Drive, Las Vegas, NV 89130. Applicants are required to submit one (1) hard copy and one (1) electronic copy (3.5" disks or CDs). Text should be created in MS Word "97" or higher. All text and images should be integrated into a single document on the disk or CD. This will require scanning maps, photographs & other documents which were not originally created or obtained electronically. Photographs & maps should be scanned in .JPG format for insertion into the text document. Nomination period begins 8/30/2004 and ends 11/22/2004.
2. Time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
3. Late submissions cannot be considered.
4. Incomplete nomination packages cannot be considered.
5. All nomination packages, including disks and CDs, become the property of the BLM LVFO Division of Land Sales & Acquisitions and will not be returned.
6. Please be advised that any nomination including purchase/lease of project equipment will require the following documentation for reimbursement (page 90 of Implementation Agreement): (a) identification of the equipment and its project function, (b) certify the percent utilized by the project, (c) certify that Federal agency rules and regulations are being followed in managing, maintaining, securing, and inventorying the equipment, and (d) as with all direct costs provide a receipt for lease payment(s) or copy of purchase receipt. The final project reimbursement request must specify the current value of the equipment and the basis for that value determination and relate the value to the amount requested for reimbursement. In the case of leased equipment, provide certification that the lease cost was less than outright purchase and certify that the lease has been terminated or the cost transferred to another funding source.

II. CONSERVATION INITIATIVES NOMINATION PACKAGE REQUIREMENTS:

P.L. 107-282 of November 6, 2002 amends the Southern Nevada Public Land Management Act to include an additional expenditure category, which allows "up to 10 percent of amounts available, to be used for conservation initiatives on Federal Land in Clark County, Nevada, administered by the Department of the Interior or the Department of Agriculture."

"Conservation Initiatives" are federal agency activities which promote conservation on federal lands including planning, implementation, monitoring, environmental impact statements, NEPA compliance and delivery of programs such as, but not limited to, litter and desert dumping clean-up and prevention, natural and cultural resource protection, recreation, habitat restoration, species management, environmental education, volunteerism and site.

Requirements

1. Please note significant changes to the Implementation Agreement regarding Conservation Initiatives occur on the following pages: 35-42 and 55-62.
2. Revised Cost Estimate sheets (Appendix B-7) can be found on the SNPLMA website (www.nv.blm.gov/SNPLMA/agreement.asp). However, Appendix B-7 is attached for your convenience. This form is to be utilized for Conservation Initiatives nominations and is required as an attachment to all nomination packages.
3. An Expanded Budget form for Conservation Initiative nominations is included for your use and is required as an attachment to all Conservation Initiatives nomination packages.
4. Federal managers are requested to provide the personnel required to present nomination packages to the subgroups and working groups.
5. Single agency nomination packages are to be signed off (initialed) by the appropriate Federal Manager prior to submission.
6. Interagency nomination packages need to be coordinated between the agencies involved prior to final submission.

Eligibility

Any entity or interested party may propose a Conservation Initiative project; however, one or more of the four Federal agencies (BLM, FWS, FS, and/or NPS) must submit the nomination.

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| Nomination packages for Conservation Initiatives MUST include the following: |
|---|

- ☐ A project title which must reflect and capture the nomination content.
- ☐ Contact person/project manager, phone, and e-mail.
- ☐ Completed Appendix B-7 Cost Estimate Sheet.
- ☐ Completed Expanded Budget form.
- ☐ A narrative addressing the following:
 1. A general description of the project.
 2. A description of the project implementation process.
 3. A description of the results and products of the project.
- ☐ Letters or statements of support.

☐ A narrative providing answers to each of the following questions (ranking criteria):

1. Does this project provide opportunities to inform and educate the public about the environment and responsible use on federal lands? If yes, describe:
 - Incorporates environmental education program for children or adults
 - Includes public information process
 - Includes “hands-on” learning opportunities for the public
 - Demonstrates the principles of responsible use of public lands
 - Uses well-supervised and trained citizen groups and organizations to accomplish resource management goals
 - Involves citizens, groups or organizations in the development of over-arching resources management and/or environmental education strategies
2. Will this project result in improved quality and/or management of federal lands? If yes, describe:
 - Protects cultural and/or natural resources
 - Rehabilitates cultural and/or natural resources
 - Advances knowledge of cultural resources, natural resources, or ecological systems
 - Results in an understanding and implementation of improved resource management practices on federal lands
 - Results in efficient delivery of management programs
3. Does this project enhance interagency and other partnerships in the promotion of conservation initiatives? If yes, describe:
 - Addresses the needs of more than one agency
 - Has broad interagency benefit
 - Involves non-federal partners
4. Will project evaluation processes be built in? If yes, describe:
 - Incorporates effectiveness monitoring

Appendix B-7

CONSERVATION INITIATIVES ESTIMATED DIRECT COSTS & KEY MILESTONE DATES

Project Name: _____ County/City: _____
Project #: _____ Priority # _____
Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

| | | |
|---|----------|---------|
| 1. Planning and Environmental Assessment Costs (specialist surveys/reports including cultural resources, archaeology, wildlife, biology, environmental documentation, NEPA if required, etc.) | \$ _____ | _____ % |
| 2. Direct Labor (Payroll) to Perform the Project (including one dedicated lead/team member per agency) | \$ _____ | _____ % |
| 3. Project Equipment (including specialized equipment for resource protection officers) | \$ _____ | _____ % |
| 4. Travel (including per diem where official travel status required to carry out project, such as serve as COR, experts to review reports, etc.) | \$ _____ | _____ % |
| 5. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out project) | \$ _____ | _____ % |
| 6. Required Training for Resource Protection Positions Funded by the Project (e.g., tuition and required books, etc.) | \$ _____ | _____ % |
| 7. Cost of Contracts, Grants and/or Agreements to Perform the Project | \$ _____ | _____ % |
| 8. Other Direct Costs (direct labor for agency personnel to do project procurements; COR; PI; personnel assigned as NEPA lead; personnel assigned to review contracted surveys, designs/drawings, reports, etc.; project manager and/or project supervisor; and contracted costs for project manager and/or project supervisor if contracted separately) | \$ _____ | _____ % |
| 9. Balance of 10% Contingency Funds | \$ _____ | _____ % |
| TOTAL*: | \$ _____ | _____ % |

Estimated Key Milestone Dates:

- Contract Award Date (list for each contract): _____
- Final Completion Date (mm/dd/yyyy – must be through reimbursement request submittal): _____

*Total dollar percentage may be as much as 110% of amount approved by Secretary due to the allowed 10% contingency figure. Updated information on costs or preliminary bids may result in a total amount that is lower than the amount approved by the Secretary and a percent less than 100%.

COMMENTS:

Expanded Three-Year Budget Worksheet

Project Title: _____

| | ----- Expenses ----- | | | |
|--|----------------------|---------------|---------------|--------------|
| 1. Planning and Environmental Costs | Year 1 | Year 2 | Year 3 | Total |
| Consultant Fees | \$ | \$ | \$ | \$ |
| Permitting | \$ | \$ | \$ | \$ |
| NEPA | \$ | \$ | \$ | \$ |
| Specialist Surveys | \$ | \$ | \$ | \$ |
| Environmental Documentation | \$ | \$ | \$ | \$ |
| Other | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|---|----------------------|---------------|---------------|--------------|
| 2. Direct Labor/Payroll (title of federal employees) | Year 1 | Year 2 | Year 3 | Total |
| Title 1 | \$ | \$ | \$ | \$ |
| Title 2 | \$ | \$ | \$ | \$ |
| Title 3 | \$ | \$ | \$ | \$ |
| Title 4 | \$ | \$ | \$ | \$ |
| Title 5 | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|--|----------------------|---------------|---------------|--------------|
| 3. Specialized equipment for project (list equipment) | Year 1 | Year 2 | Year 3 | Total |
| Item 1 | \$ | \$ | \$ | \$ |
| Item 2 | \$ | \$ | \$ | \$ |
| Item 3 | \$ | \$ | \$ | \$ |
| Item 4 | \$ | \$ | \$ | \$ |
| Item 5 | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

Expanded Three-Year Budget Worksheet

| | ----- Expenses ----- | | | |
|---|----------------------|---------------|---------------|--------------|
| 4. Travel (including per diem where official travel status is required to carry out project) | Year 1 | Year 2 | Year 3 | Total |
| Travel 1 | \$ | \$ | \$ | \$ |
| Travel 2 | \$ | \$ | \$ | \$ |
| Travel 3 | \$ | \$ | \$ | \$ |
| Travel 4 | \$ | \$ | \$ | \$ |
| Travel 5 | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|--|----------------------|---------------|---------------|--------------|
| 5. Training (including tuition and required books for project related training) | Year 1 | Year 2 | Year 3 | Total |
| Training 1 | \$ | \$ | \$ | \$ |
| Training 2 | \$ | \$ | \$ | \$ |
| Training 3 | \$ | \$ | \$ | \$ |
| Training 4 | \$ | \$ | \$ | \$ |
| Training 5 | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|--------------------------------|----------------------|---------------|---------------|--------------|
| 6. Official Vehicle Use | Year 1 | Year 2 | Year 3 | Total |
| Vehicle Use 1 | \$ | \$ | \$ | \$ |
| Vehicle Use 2 | \$ | \$ | \$ | \$ |
| Vehicle Use 3 | \$ | \$ | \$ | \$ |
| Vehicle Use 4 | \$ | \$ | \$ | \$ |
| Vehicle Use 5 | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

Expanded Three-Year Budget Worksheet

| | ----- Expenses ----- | | | |
|--|----------------------|---------------|---------------|--------------|
| 7. Cost of Contracts and/or Agreements to Perform Project | Year 1 | Year 2 | Year 3 | Total |
| Contract Cost | \$ | \$ | \$ | \$ |
| Contractor Overhead Cost | \$ | \$ | \$ | \$ |
| CESU Cooperative Agreement: | | | | |
| 17.5 indirect cost to University | \$ | \$ | \$ | \$ |
| Project cost to University | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|--|----------------------|---------------|---------------|--------------|
| 8. Other Direct Costs (please list) | Year 1 | Year 2 | Year 3 | Total |
| Contracting Officer Representative | \$ | \$ | \$ | \$ |
| Project Oversight | \$ | \$ | \$ | \$ |
| Project Manager for Contracted Costs | \$ | \$ | \$ | \$ |
| In rare cases, when new employees are hired, an initiative may require a rental project office due to a lack of space. Please include estimates for the following: | | | | |
| Office Space | \$ | \$ | \$ | \$ |
| Telephone | \$ | \$ | \$ | \$ |
| Computer | \$ | \$ | \$ | \$ |
| Subtotals: | \$ | \$ | \$ | \$ |

| | ----- Expenses ----- | | | |
|------------------------|----------------------|---------------|---------------|--------------------|
| Expense Summary | Year 1 | Year 2 | Year 3 | Grand Total |
| Cumulative Totals: | \$ | \$ | \$ | \$ |